

## Access to Test Information Distribution Engine (TIDE)

District Test Coordinators should have received an e-mail last week from “Smarter-DoNotReply@airast.org” regarding their TIDE account as a District Administrator (DA). Once the account is set up using information from the e-mail, DA’s may add and manage district- and school-level users. Please refer to page 15 of the [TIDE User Manual](#) for a description of user access to tasks in TIDE. District Test Coordinators who wish to add additional District Administrators, or who did not receive this initial e-mail should contact Abe Krisst at 860-713-6894 or [abe.krisst@ct.gov](mailto:abe.krisst@ct.gov).

**NOTE:** Private Approved Special Education Programs did not receive a set-up e-mail yet, but should receive one by next week.

The CSDE recently uploaded student-level demographic data to TIDE based on the October 2013 Public School Information System (PSIS) collection. District Administrators should verify rosters and add/delete students to match current enrollment. All current and known participating students need to be uploaded to TIDE by February 14, 2014. Additions or other revisions can still be made after this date, but students populated by February 14 will serve as the baseline roster for test assignments.

## Smarter Balanced District Test Coordinator Workshops

As previously communicated, the CSDE will be hosting four half-day workshops on February 24 and 26, 2014, at the Institute of Technology & Business Development (ITBD) in New Britain. These workshops are intended for District Test Coordinators and one additional attendee per district. These workshops will provide an overview of the Smarter Balanced Field Test administration, as well as protocols to be followed prior to, during, and after testing. The workshops will be held between 8:30 a.m. – 11:30 a.m. and 1 p.m. – 4 p.m. each day and each session will provide exactly the same information. District Test Coordinators will have access to the workshop registration using the [Measurement Incorporated Web Portal](#). Registration for the workshops will open during the week of February 17, 2014. Additional information will be provided in a future update.

## Test Administration Manual (TAM)

The Smarter Balanced Test Administration Manual (TAM) was released on January 29, 2014, and is available on the Smarter Balanced Field Test [Resources and Documentation](#) page. Hard copy versions of the TAM will NOT be provided to districts. Please send all Test Coordinators and Test Administrators an electronic version of the TAM.

As noted on page 52 of the TAM, it is suggested that Appendix A (pages 52 – 56 of the TAM) be printed for Test Administrators to ensure that the script for administering the test is read to all tested students for both the performance task and non-performance task test sessions. It is

also suggested that the Test Security Chart on page 63 be printed and distributed to Test Administrators. Note that test security protocols are, in some cases, different from protocols used for CMT/CAPT. For example, if a student becomes ill during the Smarter Balanced Field Test, the Test Administrator may pause the test and the student may resume testing at a later date. This low-level impropriety may be corrected and contained at the local level and does not need to be reported to the CSDE or in TIDE.

## Field Test Reminders

### FIELD TEST BROWSERS

The secure browser **must** be downloaded on each testing computer for the Field Test. This browser can be installed individually or deployed to all computers through a network. The secure browser is available for download at <http://sbac.portal.airast.org/browsers/>.

Along with the secure browser, the *Field Test Technical Specifications Manual* and *Secure Browser for Tablets User Guide* are available for download at <http://sbac.portal.airast.org/browsers/>. If you have questions regarding the secure browsers, please contact Educational Testing Services (ETS) at 1-855-833-1969 or [SmarterBalancedHelpDesk@ets.org](mailto:SmarterBalancedHelpDesk@ets.org).

### Accessibility and Accommodations

Test accommodations and supports should be entered into the [CSDE Test Accommodations Data Collection Web site](#) by February 21, 2014. The CSDE will upload all accommodation and support information to TIDE that is entered by February 21. After this date, districts are responsible for entering student accommodation and support information into the CSDE Test Accommodations Web site **and** into TIDE. Please refer to the [Test Accommodations Data Collection Web site](#) correspondence dated December 6, 2013, for additional information.

The [Smarter Balanced Usability, Accessibility and Accommodations Guidelines](#) was developed with state input by the Smarter Balanced Assessment Consortium. This document provides the basis for Connecticut's interpretations of accommodations and supports for students. The resources below are available on the Smarter Balanced Assessment Consortium link on the CSDE Web site. The CSDE developed the multimedia presentation to assist district personnel in their understanding of how the Smarter Balanced Assessment provides access to the greatest number of students.

- [Smarter Balanced Assessment Accommodations](#) (multimedia presentation)
  - [Presentation - slides only](#) (PDF, 8.4mb)
  - [Presentation with notes](#) (PDF, 2mb)
- [Usability, Accessibility, and Accommodations Information Chart](#)

### MEASUREMENT INCORPORATED WEB PORTAL

To ensure that information regarding the Smarter Balanced Field Test is sent to the appropriate district staff member(s), please verify that the District Test Coordinator (DTC) and Second Contact information is accurate in the District Contact Verification (DCV) application of the [Measurement Incorporated \(MI\) Web Portal](#). Please contact the Measurement Incorporated

Connecticut Help Line at 1-866-762-1060 or [Connecticut@measinc.com](mailto:Connecticut@measinc.com) for assistance with the MI Web Portal.

It is important to ensure that the DTC is correctly identified for the upcoming registration for the February District Test Coordinator Training scheduled for February 24 and 26.

### **Learn More about the Field Test**

Smarter Balanced [Field Test](#) administration information for parents, teachers, students, and the community is available on the [Smarter Balanced Web site](#).

The Connecticut State Department of Education Web site also has a page dedicated to the [Smarter Balanced Assessment System](#). Previous updates are available on the [Recent Communications](#) page.

Contact the **Academic Office** at 860-713-6860 or [SmarterBalancedCT@ct.gov](mailto:SmarterBalancedCT@ct.gov) with questions regarding the Smarter Balanced Assessment System.